

S E C R E T

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16 February 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King  
Director of LogisticsSUBJECT: Report of Significant Logistics Activities for  
Period Ending 16 February 1984

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1. Progress Report on Tasks Assigned by the DCI/DDCI:

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No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. Quality Circle Activities: On 9 February 1984, the second Quality Circle Assessment Survey was administered to a total of 208 Printing and Photography Division (P&PD), OL, employees. The results of the survey will not be known for at least two to three weeks. The second survey will be compared with the first (November 1982) to determine if there has been any discernible change in employee attitudes.

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b. Office of Technical Services (OTS) and P&PD Service Study: [redacted] from OTS have been named along with [redacted] from P&PD to a joint committee that will conduct a staff study of P&PD and OTS graphic and printing production support functions and determine what, if any, duplication of effort exists, with a view towards rationalizing respective activities prior to the OTS move to the new Headquarters Building in 1987. The first meeting of the study group is set for 21 February 1984 at 1330 hours.

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d. Meeting with Overseas Security Branch (OSSB), Office of Security (OS): [ ] met with [ ] of OSSB/OS concerning the stocking of additional items in Allocation 91. They have been tasked with providing security type items to overseas stations and bases. [ ] explained how OL could be of assistance. Overall, the meeting was extremely beneficial to both parties and rapport has been established that will be of future benefit to both OS and OL. [ ]

e. System Responsiveness: During the past week, system availability and terminal response time has been unsatisfactory. Some terminals have been unavailable for over 35 percent of the work period, thus creating backlogs and bottlenecks in requisition processing and stock replenishment actions. [ ]

g. [ ] Depot Study: On 13 February 1984, the Joseph A. Sedlak Management Consultant Firm began a review of the [ ] Depot's operation and physical plant, in order to assist us in our master building and renovation program. Specifically, the study is to assess the physical plant and the facilities to meet mission goals. The conclusion of the study will include conceptual design of potential directions, i.e., a reconfigured Depot or additional structures on the present location and an orderly phased plan to accomplish the above. [ ]

h. [ ] Depot Renovations: On 8 February 1984, the Associate Deputy Director for Administration accompanied the Director of Logistics to the [ ] Depot for a ribbon cutting ceremony. [ ] employees of the [ ] Depot attended the ceremony. Beginning 20 February, the final occupants will be moved into the Administration Building. [ ]

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i. OL Wang Installation: On 15 February 1984, Wang hardware installation for both the OL and LIMS systems began in the [ ] Building. Software installation will begin on 21 February and the system should be in operation by 24 February 1984. [ ]

j. Moving and Storage: On 7 February 1984, it was learned that [ ] was going out of business. The Agency has over 33,000 pounds (20 families) of property at this facility. Arrangements were made with [ ] to visually inspect all Agency property stored at Charter and transport it to their facility. [ ] began this process on 9 February and hopes to finish by 15 February. So far, all furniture has been accounted for and is in satisfactory condition. [ ]

k. Quality of Life: The electricians have completed upgrading the lighting for the gymnasium, Room BE48, and the hallway, Headquarters Building, for the Office of Medical Services. [ ]

l. Stripping and Waxing of Floors: Arrangements were made with the Building Manager, McLean Field Office, General Services Administration (GSA), to contract for J & L Janitorial Service, Incorporated, to strip and wax the corridors on the ground and first floors of Headquarters Building. This work commenced the evening of 9 February 1984 from 1700 to 2300 hours and is scheduled to be completed by 24 February 1984. The GSA labor force is presently performing this same work on floors 2 through 7. [ ]

m. New Building Bid Package: At last report, 20 requests for the first construction bid package had been received by GSA. The first site visit for potential bidders was held at Headquarters on 15 February 1984. A pre-bid meeting is scheduled at GSA on 16 February 1984. [ ]

n. New Building Road Alternatives: A meeting of the CIA Traffic Advisory Committee is scheduled for the evening of 21 February 1984 at the McLean Community Center. The purpose of the meeting is to reduce the number of alternative road improvements under study to no more than three. If successful, another meeting in late March or early April should result in one recommended design for implementation. [ ]

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3. Significant Events Anticipated During the Coming Week:

25X1 None.

*for* Daniel C. King

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1. New Building Project: At last report, 20 requests for the first construction bid package had been received by General Services Administration (GSA). The first site visit for potential bidders was held at Headquarters on 15 February 1984. A pre-bid meeting is scheduled at GSA on 16 February. (Sometime in the P.M.)

2. New Building Project: A meeting of the CIA Traffic Advisory Committee is scheduled for the evening of 21 February 1984 at the McLean Community Center. The purpose of the meeting is to reduce the number of alternative road improvements under study to no more than three. If successful, another meeting in late March or early April should result in one recommended design for implementation.